



DENVER INDIAN HEALTH AND FAMILY SERVICES, INC.
3749 South King Street
Denver, Colorado 80236-6111
(303) 781-4050
FAX (303) 781-4333



Position Description

Position Title: Data Entry/File Clerk

Supervised by: Administrative Assistant

Supervises: NONE

Closing Date: March 28, 2005

Position Summary:

Full time position organizing and creating files for agency. Assists with front desk, answers phones, and schedules appointments and other duties as required

Job Classification:

Regular 40 hour work week position.

Salary:

Starting at \$10.00 an hour plus benefits

Typical Physical Demands:

Sitting for prolonged periods of time.
Must be able to lift up to 40lbs

Performance Requirements

Education:

- ◇ GED or High School Diploma

Qualifications:

- ◇ One year experience working in medical office setting.
- ◇ Must have experience with computers and confidentiality.
- ◇ Must have working knowledge of Microsoft Access/Excel.
- ◇ Must be able to conduct self in professional manner.
- ◇ Provide own vehicle.
- ◇ Requires excellent customer service experience.

Duties:

- ◇ Creating files for Executive Director/Administrative Assistant
- ◇ Data Entry in Access Program
- ◇ Sorting and filing of data
- ◇ Assist with office work of other personnel.
- ◇ Fill in for receptionist when needed.

- ◇ Generate clinic and program reports as needed
- ◇ Maintain some office equipment
- ◇ Enter all incoming/outgoing mail and answer phones.
- ◇ Other duties as assigned.

Application Procedure

Please submit cover letter, resume and references, and if claiming Indian Preference proof of tribal enrollment or certificate of Indian blood to:

Santina Davila
Administrative Assistant
Re: Data Entry/File Clerk Position
Denver Indian Health and Family Services
3749 South King Street
Denver, CO 80236

FAX to: 303-781-4333 Re: Data Entry/File Clerk Position
EMAIL to: sdavila@dihfs.org

Denver Indian Health and Family Services is a private non-profit organization. DIHFS does not discriminate in employment on the basis of race, color, creed, religion, age, sex, national origin, physical handicap, marital status, sexual preference or tribal affiliation. DIHFS does adhere, both philosophically and as required, to the Indian Preference Act, Title 25 CFR, Section 472.